

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Library Associate II****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages a particular function of library service such as the bookmobile, local history collection and reference support services. Makes recommendations for collection development. Provides customer service to patrons by providing information, promoting general usage of facilities, and operating all library equipment.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Provides customer service by assisting patrons with basic reference questions, providing assistance with computers and equipment, and recommending reading material.
2	S	Assists with collection development by reading professional reviews and selected materials, removing outdated books, and making recommendations for new materials.
3	L	Performs administrative duties by preparing and analyzing statistical reports performing outreach, monitoring discretionary spending of a limited budget and delivering programs.
4	L	Plans and coordinates events by selecting and organizing materials, distributing promotional materials, and decorating and setting up displays.
5	L	Plans and coordinates support services for the bookmobile by supervising and training staff, book collection development and budget monitoring

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years of experience in library services, research or related services, and supervision.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read policies, procedures, book reviews, professional journals, instructions, and memorandums.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general correspondence, reports, public relation materials, and research requests.
Managerial	Managerial responsibilities include monitoring the bookmobile, planning schedules, and interfacing with City departments and private sectors for support or sponsorship.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

CSC Adopted: October 2001 , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Reference desk duties, assisting patrons, monitoring area
Sitting	F	Reference desk duties, paperwork, computer, meetings
Walking	F	To/from different areas in library, assisting patrons
Lifting	O	Books, boxes, supplies
Carrying	O	Books, boxes, supplies
Pushing/Pulling	F	Book cart
Reaching	F	Shelving, locating materials
Handling	F	Books, materials, paperwork
Fine Dexterity	F	Computer, writing, filing
Kneeling	O	Shelving books
Crouching	R	Shelving books
Crawling	N	
Bending	F	Shelving books, assisting patrons on computers
Twisting	F	Shelving books, dusting moving shelves
Climbing	O	Stairs, step stool
Balancing	O	On stairs, step stool
Vision	C	Computer monitor, reading, observing patrons, driving
Hearing	C	Communicating with personnel and general public
Talking	F	Communicating with personnel and general public
Foot Controls	R	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, typewriter, telephone, book cart, general office supplies, computer, printers, standard Microsoft Windows and Office software, Internet, computerized card catalog

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	D	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	N	Noise and Vibration	D	Shop	--
Fire Hazards	N	Fumes and Odors	W	Vehicle	--
Explosives	N	Wetness/Humidity	S	Outdoors	--
Communicable Diseases	W	Darkness or Poor Lighting	N	Other (see 2 below)	X
Physical Danger or Abuse	W				
Other (see 1 below)	N				

(1)

(2) Public Library

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)